GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Social Welfare Department – **CHANDRANNA PELLI KAANUKA (CHPK)**- Single Desk for Marriage Related Incentive Schemes (MRIS) administered by various Departments of Government of Andhra Pradesh – Policy and Implementation Framework- Orders –Issued.

SOCIAL WELFARE (EDN) DEPARTMENT

G.O. Ms. No.45 Dated:18-04-2018

Read the following:

1. G.O.Ms.No.46 BC Welfare (B2) Department, dated 08.08.2008 read with G.O.Ms. No. 10.BCW(P3) Dept., 16.03.1996
2. G.O.Ms.No. 33 Social Welfare (PCR) Department, dated 12.05.2011
3. G.O.Ms. No. 24, LET&F (Lab-I) Dept., dt. 07.12.2017, issued for marriage gift scheme for registered workers of APBOCWWB
4. G.O.Ms.No. 12 Tribal Welfare (TSP) Department, dated 20.02.2015
5. G.O.Ms.No. 67 Minorities Welfare (SDM) Department, dated 29.04.2015
6. Circular Lr.No. A/1930/2015, dt.17.10.2015 of Welfare Commissioner, APLWB
7. G.O.Ms.No.47 Department for Women, Children, Differently Abled & Senior Citizens (Prog.II), dated 04.08.2016
8. G.O.Ms.No.32 Backward Classes Welfare (C) Department, dated 30.10.2017 read with G.O.Ms. No.3, BCW (C) Department, dated 09.04.2018
9. G.O.Ms.No.44 Social Welfare (SCP.A2) Department, dt. 18.04.2018

Order:

1. The Vision 2029 framework of the Government of Andhra Pradesh places emphasis on inclusive development, based on the twin pivots of Samaja Vikasam and Kutumba Vikasam, aligned to the Sustainable Development Goals, aiming at holistic and inclusive development of all sections of the society.

2. To achieve the aforesaid objectives, the Government of Andhra Pradesh is implementing various schemes & programmes for the welfare of the marginalised sections of the society.

3. The Marriage Related Incentive Schemes (MRIS), being administered by several Government Departments constitute an important intervention for ensuring socio-economic security for the girl child, promoting the welfare of the differently abled and for promoting social harmony through incentives for inter caste marriages.

4. In the references 1st to 9th cited, the Government Departments have issued orders relating to the MRIS pertaining to their department.

2. Operational Issues in existing MRIS:

A comprehensive review of the implementation of the MRIS reveals the following operational issues:

i. Several Marriage related Incentive Schemes are not yet fully digitised and therefore carry with them the associated shortcomings - multiple visits to multiple touch points by the applicant, lack of time-bound service delivery, lack of transparency, lack of centralized monitoring mechanism, etc.

ii. Even among the schemes which have been digitised, there are issues such as multiple document uploads without digital authentication, manual verification of documents, bank account verification not being possible, SLAs not being stipulated or if stipulated, not being followed, etc.- resulting in inordinate delays, absence of a robust grievance redressal mechanism, etc.

iii. In certain situations, an applicant may be eligible to apply/sanction under multiple MRIS. However, as the onus of applying is on the beneficiary & as they are from marginalised sections of society, due to the asymmetry in information, a typical applicant may not be cognizant of all the schemes- making an informed decision regarding the selection of the appropriate MRIS, difficult.

iv. At present, as the MRIS are independently administered by multiple Departments, an applicant can apply under multiple schemes, making obtaining of non-drawal certificates from the other Departments mandatory which creates multiple touch points, delays the approval & release of the incentive.

3. Marriage Registration:

3.1. Importance of Marriage Registration

The importance of compulsory registration of marriages has been articulated by numerous courts and other constitutional bodies like the National Commission for Women.

The Supreme Court has directed that marriages of all persons who are citizens of India belonging to various religions should be made compulsorily registrable in their respective States, where the marriage is solemnized, since, such a law mandating compulsory registration will help in: (a) Prevention of child marriages and ensure minimum age of marriage. (b) Prevention of marriages without the consent of the parties. (c) Check bigamy/polygamy (d) Enabling married women to claim their right to live in the matrimonial house, maintenance, etc. (e) Enabling widows to claim their inheritance rights, other benefits and privileges which they are entitled to after the death of their husband. (f) Deterring men from deserting women after marriage. (g) Deterring parents/guardians from indulging in trafficking of women to any person including a foreigner, under the garb of marriage.

The Law Commission of India in its latest report (2017) has also noted that registration of marriage would help in better implementation of already existing

laws that aim at preventing child marriage and aid in eliminating practices such early and forced marriages and in promoting gender equality and empowering women.

3.2. A.P. Compulsory Registration of Marriages Act (APCRoM), 2002

The State of Andhra Pradesh has been progressive in enacting the A.P. Compulsory Registration of Marriages Act (APCRM) in 2002. Rules under this Act were notified in 2003.

Despite the penal provisions for non-registration of marriages under this Act, the registration of marriages under the said Act is poor owing to lack of awareness, poor enforcement, cumbersome process etc., defeating the very purpose of the Act. The Hon'ble Lokayuktha has also unequivocally ordered that regardless of registration of marriages under any legislation or Personal Law, registration under the APCRM Act shall be necessary.

A review of the existing MRIS reveals that the proof of marriage is not being sought by all the schemes; even among the schemes seeking proof of marriage, the document being asked for does not serve as a conclusive proof which shall stand judicial scrutiny and thereby lend itself to protecting the interests of the women. Furthermore, despite the APCRM Act, 2002, most MRIS do not insist on the marriage being registered under the said legislation.

4. Rationale for Single Desk:

With a view to addressing the aforementioned issues-operational as well as those related to marriage registration, keeping the applicant's ease of obtaining service delivery at the centre stage, **'CHANDRANNA PELLI KAANUKA- Single Desk', a centralised citizen interface** for all Marriage Related Incentive Schemes(MRIS) administered by various Departments of the Government of Andhra Pradesh is hereby instituted to ensure:

i. Maximum eligible incentive to the applicant
ii. Fully automated application process
iii. Service Level Agreement embedded time-bound approvals
iv. Digital authentication of documents
v. Improved usability
vi. Minimised user entry load
vii. Nil data redundancy by integration of databases
viii. Timely release of incentive
ix. Minimal access & transaction costs
x. Compliance with A.P.Compulsory Registration of Marriages Act, 2002
xi. Better security & identity and a strengthened entitlement regime for women, by virtue of enforcing marriage registration

5. Schemes Covered & Incentives:

The list of schemes covered under the umbrella of Chandranna Pelli Kaanuka-Single Desk (CHPK-SD), along with the incentives under each scheme, is given in the table below. The details of caste/community wise coverage is given in Annexure 1.

Scheme	Administered by	Latest G.O./Instruction	Previous Incentive	Revised Incentive under CHPK-SD
1	2	3	4	5
Inter Caste Marriage Scheme for SCs	Director, SW	G.O.Ms.No. 33 SW (PCR) Dept, dt. 12.05. 2011	Rs.50,000/-	Rs.75,000/-
Chandranna Pelli Kaanuka Scheme for SCs		G.O.Ms.No.44, SW(SCP.A2) Dept., dt:18-04-2018	Rs. 40,000/-	
Inter Caste Marriage Scheme for STs	Director, TW	G.O.Ms.No. 33 SW (PCR) Dept, dt. 12.05. 2011	Rs.50,000/-	Rs.75,000/-
Giriputrika Scheme		G.O.Ms.No. 12 TW (TSP) Dept, dt 20.02.2015	Rs. 50,000/-	
Inter Caste Marriage Scheme for BCs	Director, BCW	G.O.Ms. No.46, BCW(B2) Dept, dt.08.08.2008	Rs.10,000/-	Rs.50,000/-
Chandranna Pelli Kaanuka Scheme for BCs		G.O.Ms. No.3, BCW (C) Department, dated 09.04.18	Rs.35,000/-	
Dulhan Scheme	Commissioner, MW	G.O.Ms.No. 67 MW (SDM) Dept, dt. 29.04.2015	Rs. 50,000/-	
Marriage Incentive Award for Marriages between Differently Abled and Normal Persons	Spl. Commissioner, Disabled Welfare	G.O.Ms.No.47 Dept for W,C,DA & SC (Prog.II), dt.04.08.2016	Rs.1,00,000/-	
APBOCWWB Marriage Gift Scheme	CEO, APBOCWWB	GO Ms. 24, LET&F (Lab.I), Dept, dt.7.12.17	Rs.20,000/-	Rs. 50,000/-, if ST or Minority; Rs. 40,000/-, if SC; Rs. 35,000/-, if BC; Rs.20,000/-, if OC;
APLWB Marriage Gift Scheme	Welfare Commissioner, APLWB	Cirl. No. A/1930/2015, dt. 17.10.15	Rs.20,000/-	

The Marriage Gift scheme of APBOCWWB and AP Labour Welfare Board is included in the CHPK-SD, in respect of those beneficiaries whose details are available in the digitised database of the respective Boards.

The incentives under CHPK-SD mentioned in column 5 in the table supra revises the earlier incentive amount mentioned in the column number 4, duly superseding the G.O.s mentioned in column number 3, wherever applicable. APBOCWWB and APLWB shall take necessary action for issuance of orders where warranted, as per their respective Board regulations.

6. Nomenclature

The revised nomenclature of the marriage related incentive schemes covered under CHPK-SD shall as follows:

S.No	Present Name of the Scheme	Department	Name under CHPK-SD
1	Giriputrika	Tribal Welfare	Chandranna Pelli Kaanuka (Giriputrika)
2	Dulhan	Minorities Welfare	Chandranna Pelli Kaanuka (Dulhan)
3	Chandranna Pelli Kaanuka Scheme for BCs	BC Welfare	Chandranna Pelli Kaanuka (BCs)
4	Chandranna Pelli Kaanuka (SCs)	Social Welfare	Chandranna Pelli Kaanuka (SCs)
5	Inter caste Marriage Scheme for SCs	Social Welfare	Chandranna Pelli Kaanuka (SC Inter Caste)
6	Inter caste Marriage Scheme for STs	Tribal Welfare	Chandranna Pelli Kaanuka (ST Inter Caste)
7	Inter caste Marriage Scheme for BCs	BC Welfare	Chandranna Pelli Kaanuka (BC Inter Caste)
8	Marriage Incentive Award for Marriages between Differently Abled and Normal Persons	Differently Abled Welfare	Chandranna Pelli Kaanuka (Differently Abled)
9	APBOCWWB Marriage Gift Scheme	APBOCWWB	Chandranna Pelli Kaanuka (APBOCWWB)
10	APLWB Marriage Gift Scheme	APLWB	Chandranna Pelli Kaanuka (APLWB)

7. One Time Financial Assistance:

No scheme under the Chandranna Pelli Kaanuka-Single Desk can be combined with any other marriage related incentive scheme (MRIS). All the schemes under CHPK-SD can be availed only once in a lifetime.

8. Eligibility Criteria and Processing Conditions:

In supersession of the eligibility conditions mentioned in the MRIS guidelines issued earlier by various Government Departments, the following are the eligibility conditions for the MRIS covered under Chandranna Pelli Kaanuka – Single Desk.

8.1. Eligibility Criteria:

The following criteria shall apply to all the schemes covered under the CHPK-SD:

S.No	Criteria Head	Criteria
1	Age	i. Bride shall have completed 18 years of age, as on the date of marriage. ii. Bridegroom shall have completed 21 years of

S.No	Criteria Head	Criteria
		age, as on the date of marriage.
2	Number of Marriages	Only for 1st marriages, except in the case of Widows. (Widowers are not eligible).
3	Time and Place conditions	i. At the time of application, the date of marriage and the marriage venue shall have been fixed. ii. The marriage shall be performed within the State of Andhra Pradesh iii. Both bride and bridegroom shall be residents of the State of Andhra Pradesh
4	Educational Qualifications	Bride and the Bride groom shall have passed Class X. (This condition is relaxed for marriages conducted up to June 30,2020).
5	Unique Identity Enabling Conditions	i. Bride's bank account shall have been seeded with Aadhaar. ii. Bride and bridegroom shall have been enumerated in the Praja Sadhikara Survey of the Government of AP. iii. For registration through web application mode and mobile application mode, bride and bridegroom shall have Aadhaar seeded mobile numbers (in order to receive Aadhaar One Time Password (OTP).
6	Income Criteria	The parents of both the bride and the bridegroom shall be in possession of a White Ration Card
7	Scheme Specific Conditions	**Inter Caste Marriage Schemes:** For inter caste marriages, the bride and the bridegroom shall either be from different castes or if they are from the same caste, they shall be from different sub-castes; **Chandranna Pelli Kaanuka (Differently-Abled):** Either one or both of the bride or bridegroom shall be disabled, with the permanent disability percentage being at least 40%; **Chandranna Pelli Kaanuka (SCs):** Bride shall be from SC community; **Chandranna Pelli Kaanuka (BCs):** Bride shall be from BC community; **Chandranna Pelli Kaanuka (Giriputrika):** Bride shall be from ST community; **Chandranna Pelli Kaanuka (Dulhan):** Bride shall be from Minority community; **Chandranna Pelli Kaanuka (APBOCWWB):** i. Bride shall be either a registered lady worker with APBOCWWB or the daughter of a worker registered with APBOCWWB; ii. The registered worker should be alive and

S.No	Criteria Head	Criteria
		not be more than 60 years of age. **Chandranna Pelli Kaanuka (APLWB):** i. Bride shall be either a registered lady worker with APLWB or the daughter of a worker registered with APLWB ii. Registered worker should have contributed to the welfare fund at the time of submitting application under CHPK-SD iii. Registered worker shall have completed 6 months of service at the time of application iv. Registered worker shall be in service at the time of submitting application under CHPK-SD

8.2. Common Processing Conditions

The following are the common conditions for processing of the incentive under CHPK-SD:

a. Under all MRIS under CHPK-SD, the bride and bridegroom shall be joint applicants - bride shall be Applicant-I and bridegroom shall be Applicant-II.
b. The incentive amount under all the MRIS under CHPK-SD shall be credited to the bank account of the bride.

9. Documents Required:

The following documents shall be considered as valid proof of eligibility for all the schemes covered under the Chandranna Pelli Kanuka-Single Desk:

Criteria	Document
Caste/ Community	Nativity, Community & Date of Birth Certificate (commonly known as integrated certificate) issued by Mee Seva with mention of caste/community.
Age	1. SSC Certificate (for those who passed class X in SSC Board in 2004 or later) or 2. Nativity, Community & Date of Birth Certificate issued by Mee Seva with mention of Date of Birth.
Income	White Ration Card
Disability Widowhood	SADAREM Certificate for permanent disability 1. Widow pension 2. Self-declaration, if widow pension is not sanctioned
Membership of AP Building & Other Construction	APBOCWWB Registration Identity Card

Criteria	Document
Workers Welfare Board	
Proof of contribution to AP Labour Welfare Fund	APLWB Registration Identity Card
Miscellaneous	Aadhaar seeded Bank account details of the bride

10. Operational Guidelines:

The operational guidelines for CHPK-SD, covering the detailed procedure for application submission, field verification, approval, incentive release and issue of marriage certificate are appended (Annexure 2) to this order. These guidelines shall supersede all implementation guidelines issued hitherto for the schemes covered under CHPK-SD.

11. Implementing Agencies:

A. Field Verification, Marriage Verification & Release of Incentive: At the State level, the CEO, Society for Elimination of Rural Poverty (SERP) & Mission Director, Mission for Elimination of Poverty in Municipal Areas (MEPMA) shall be the implementing agencies in the rural and urban areas respectively for the Chandranna Pelli Kanuka- Single Desk, with respect to field verification, marriage verification and release of incentive to the bride's bank account.

   At the District Level, the Project Director, DRDA, and Project Director, MEPMA shall be the implementing agencies at the rural and urban areas respectively for the Chandranna Pelli Kanuka- Single Desk, with respect to field verification, marriage verification and release of incentive to the bride's bank account.

B. Marriage Registration & Issue of Marriage Certificate: At the State Level, the Commissioner, Panchayati Raj and Director, Municipal Administration shall be the implementing agencies with respect to marriage registration and issue of marriage certificate under A.P. Compulsory Registration of Marriages Act, 2002, in the rural and the urban areas respectively, through the Marriage Officers appointed in the local bodies under their jurisdiction.

   At the district level, the District Panchayat Officers and the Commissioners of Municipal Corporations/Municipalities, shall be the implementing agencies in their respective jurisdiction in the rural and the urban areas respectively, in respect of Marriage Registration and issue of marriage certificate, in CHPK-SD.

12. Nodal Department and Nodal Officer:

The Social Welfare Department, A.P. shall be the Nodal Department for the implementation of CHPK-SD.

State Level Nodal Officer: At the State Level, the Commissioner/Director of Social Welfare, GoAP shall be the Nodal Officer for the Chandranna Pelli Kaanuka-Single Desk

District Level Nodal Officer: At the district level, the District Collector shall be the Nodal Officer, CHPK-SD and shall ensure inter-agency coordination and shall facilitate timely completion of all tasks by the concerned stakeholders.

13. Monitoring Mechanism:

Considering the number and diversity of the participating departments and enabling agencies, the Government have formed the following committees to monitor the implementation of CHPK-SD:

13.1. State Level Committee:

The following is the composition of the State Level Committee:

S.No	Officer	Role in the Committee
1	Principal Secretary to Government, SW & TW	Member Secretary
2	Principal Secretary to Government, BCW	Member
3	Commissioner & E.O. Principal Secretary to Government, MW	Member
4	Principal Secretary to Government, WCD,SC&DA	Member
5	Principal Secretary to Government, LET&F	Member
6	Principal Secretary to Government, MA&UD	Member
7	Principal Secretary to Government, PR&RD	Member
8	Director, SW	Member Convenor
9	Director, TW	Member
10	Director, BCW	Member
11	Spl. Commissioner, Differently Abled Welfare	Member
12	CEO, APBOCWWB	Member
13	Welfare Commissioner, APLWB	Member
14	Commissioner, Panchayati Raj	Member
15	Director, Municipal Administration	Member
16	CEO, SERP	Member
17	Mission Director, MEPMA	Member
18	CEO, RTGS	Member

The State Level Committee shall meet as frequently as required but shall meet at least once every quarter.

13.2. District Level Committee

The following is the composition of the District Level Committee:

S.No	Officer	Role in the Committee

1	District Collector	Chairperson
2	Project Officer/s, ITDA	Member
3	Deputy Director/Joint Director, SW	Member Convenor
4	Deputy Director, TW/DTWO	Member
5	Deputy Director, BCW	Member
6	Deputy Director, Differently Abled Welfare	Member
7	Deputy Director, MW	Member
8	PD, DRDA	Member
9	PD, MEPMA	Member
10	District Panchayat Officer	Member
11	District Headquarter Municipal Commissioner	Member
13	Deputy Commissioner of Labour	Member

The District Level Committee shall meet as frequently as required but shall meet at least once every month.

14. Scheme Management and Administrative Costs:

14.1. Software Application:

The Andhra Pradesh Centre for Financial Services and Systems (APCFSS), Vijayawada, shall develop an end to end software solution for the effective service delivery to the beneficiaries from application submission to incentive release with web portal, app and dashboard, on behalf of the Social Welfare Department.

14.2. Integration with Existing Software Applications:

The Commissioner, Panchayati Raj, A.P. and the Director, Municipal Administration, A.P. shall integrate the software applications being used in Rural local bodies and Urban local bodies for registration of marriages under the A.P. Compulsory Registration of Marriages Act, 2002 with Chandranna Pelli Kaanuka-Single Desk software application.

Necessary modifications in the said marriage registration software applications, in terms of work-flow, formats etc. shall be carried out to align the same with the procedure laid down under the Chandranna Pelli Kaanuka-Single Desk.

14.3.Administrative Costs:

Five (5) percent of total funds under CHPK-SD shall be earmarked for administrative costs viz. software development, knowledge management, computing devices, capacity building, social audit, etc.

The State Level Nodal Officer, CHPK-SD shall release the administrative costs based on the claims submitted.

14.4. Knowledge Management:

The APCFSS shall provide the required knowledge support for CHPK-SD through a Project Management Unit.

15. Budget Drawal Hierarchy:

Since the CHPK-SD integrates the functioning of multiple MRIS and the funds have to be drawn from different accounts, the hierarchy of drawing the budget from different heads shall be detailed in the operational guidelines.

16. Budget Head:

The expenditure towards (a) Marriage Incentive, (b) Field Verification Fee and (c) Marriage Verification Fee shall be met from the scheme heads from which the Marriage Incentive is being paid.

The expenditure towards five (5) percent administrative expenses shall be provided pro-rata from the scheme heads of the concerned departments and shall be placed with the State Level Nodal Officer, CHPK-SD.

17. Financial Management:

A dedicated pool account will be maintained by the Society for Elimination of Rural Poverty (SERP) for the purpose of release of (a) Marriage Incentive and (b) Field Verification Fee and (c) Marriage Verification Fee, on behalf of both, SERP and MEPMA.

A separate account shall be created with the State Level Nodal Officer, CHPK-SD for the credit and debit of the Administrative Costs.

The CHPK-SD cuts across multiple schemes of multiple departments and in the design of the scheme, the release of marriage incentives is on a near real-time basis, making fund management very critical. Therefore, the Finance Department shall design and implement a bespoke financial management structure with a real time dashboard for crediting funds from different scheme heads to the dedicated pool account maintained by SERP for CHPK-SD, so as to ensure timely release of incentive and optimal utilisation of funds.

18. Supersession and Compliances

The orders issued in this G.O. and the operational guidelines annexed shall supersede the eligibility criteria, incentive amounts and procedure given in the G.O.s and guidelines issued hitherto on MRIS.

The WCD,DA & SC Welfare Department, PR&RD Department and MA&UD Department shall ensure necessary amendments to the relevant legislations, as warranted, in order to facilitate smooth implementation of CHPK-SD.

19. Effective Date

The scheme incentives covered under the same shall be applicable to marriages conducted on or after April 20, 2018. Subsequent to this date, all applications for MRIS shall be processed only through CHPK-SD. In respect of marriages held

prior to April 20, 2018, the processing of incentive shall continue as per the old procedure.

20. Special Dispensation

As detailed in the Operational Guidelines annexed, in the CHPK-SD architecture, there shall be, at the time of applying for marriage incentive, a gap of at least 15 days from the proposed date of marriage.

Since meeting this condition will not be possible for marriages held between April 20, 2018, the effective date of this G.O. and May 4, 2018, for the marriages held between these dates, the field verification, marriage verification, incentive release, etc. shall be carried out under a special dispensation, to be defined appropriately by the Social Welfare Department.

All the concerned Departments will ensure that necessary arrangements are made for the successful implementation of the scheme and ensure wide publicity for the Chandranna Pelli Kanuka-Single Desk and take necessary action accordingly.

21. This order issues with the concurrence of Finance (FMU-Welfare-1) Department, vide their UO No.39027/145/2017-SO(FMU-WF-1) , dt:13-04-2018.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S. S. RAWAT
PRINCIPAL SECRETARY TO GOVERNMENT

1. The Special Chief Secretary to Govt., (CT,P&E,R&S), A.P.
2. The Principal Secretary to Government, MA&UD, A.P.
3. The Principal Secretary to Government, Panchayati Raj, A.P.
4. The Principal Secretary to Government, Rural Development, A.P.
5. The Commissioner & E.O. Principal Secretary to Government, Minorities Welfare, A.P.
6. The Principal Secretary to Government, LET&F, A.P.
7. The Principal Finance Secretary
8. The Secretary to CM
9. The Secretary to Government, Finance Department, A.P.
10. The Secretary to Government, BCWD, A.P.
11. The Secretary to Government, Dept. of Women, Children, Senior Citizens and Disabled Welfare, A.P.
12. The Spl. Secretary, Finance
13. The Director of Municipal Administration, A.P.
14. The Commissioner, Panchayati Raj, A.P.
15. The Commissioner, Disabled Welfare, A.P.
16. The Commissioner, BC Welfare, A.P.
17. The Commissioner of Labour, A.P.
18. The Commissioner & IG, Stamps and Registration Department, A.P.
19. The Commissioner of Tribal Welfare, A.P.
20. The Director, BCW, A.P.
21. The Director, Social Welfare, A.P.

22.The CEO, RTGS, A.P.
23.The Commissioner, Department of Welfare of Disabled & Senior Persons, A.P.
24.The Director of Treasuries and Accounts, A.P., Vijayawada
25.The Pay & Accounts Officer, A.P. Vijayawada,
26.The Accountant General, A.P., Hyderabad.
27.CEO, Society for Elimination of Rural Poverty, A.P.
28.Mission Director, Mission for Elimination of Poverty in Municipal Areas, A.P.
29.Director, Electronic Service Delivery, A.P.
30.Secretary & CEO, A.P. Building & Other Construction Workers Welfare Board, A.P.
31.Welfare Commissioner, AP Labour Welfare Board
32.Project Director, CMRO, O/o. CCLA, A.P.
33.Convenor, SLBC, A.P.
34.CEO, A.P.Centre for Financial Systems and Services
35.All District Collectors
36.All Project Officers, ITDAs
37.All DTWOs
38.All Deputy Directors/Joint Directors, SW
39.All Deputy Directors, TW/DTWOs
40.All Deputy Directors, BCW
41. All Deputy Directors, Differently Abled Welfare
42.All Deputy Directors, MW
43. All PDs, DRDA
44.All PDs, MEPMA
45.All District Panchayat Officers
46. All District HQ Municipal Commissioners
47.All Deputy Commissioners of Labour

Copy to:

The Finance (FMU-Welfare-1) Department
The Finance (BG.I) Department
The General Administration (Cabinet) Dept.
The PS to Minister for SWE & TWE
The PS to Prl. Secretary(SW)
SC/SF

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE 1: COMMUNITY-WISE APPLICABLE SCHEMES AND INCENTIVES

Sl. No	Community	Caste Combinations	Scheme	Administered by	Latest G.O./Instruction	Previous Incentive	Revised Incentive under CHPK-SD
1	2	3	4	5	6	7	8
1	Scheduled Castes	**Inter caste:** For marriages between SC and any other caste/community	Chandranna Pelli Kaanuka (SC Inter Caste)	Director, SW, GoAP	G.O.Ms.No. 33 SW (PCR) Dept, dt. 12.05. 2011	Rs.50,000/-	Rs.75,000/-
		Inter Sub Caste: For marriages between different sub-castes of SC community					
2		**Intra Caste:** For marriages between the same sub castes of SC community	Chandranna Pelli Kaanuka (SCs)		G.O.Ms.No.44 Social Welfare (SCP.A2) Department, dt. 18.04.2018	Rs. 40,000/-	
3	Scheduled Tribes	**Inter caste:** For marriages between ST and any other caste/community	Chandranna Pelli Kaanuka (ST Inter Caste)	Director, TW, GoAP	G.O.Ms.No. 33 SW (PCR) Dept, dt. 12.05. 2011	Rs.50,000/-	Rs.75,000/-
		Inter Sub Caste: For marriages between different sub-castes of ST community					
4		**Intra Caste:** For marriages between the same sub castes of ST community	Chandranna Pelli Kaanuka (Giriputrika)		G.O.Ms.No. 12 TW (TSP) Dept, dt 20.02.2015	Rs. 50,000/-	
5	Backward Classes	**Inter caste:** For marriages between BC and any other caste/community	Chandranna Pelli Kaanuka (BC Inter Caste)	Director, BCW, GoAP	G.O.Ms. No.46, BCW(B2) Dept, dt.08.08.2008	Rs.10,000/-	Rs.50,000/-
		Inter Sub Caste: For marriages between different sub-castes of BC community					
6		**Intra Caste:** For marriages between the same sub castes of BC community	Chandranna Pelli Kaanuka (BCs)		G.O.Ms. No.3, BCW (C) Department, dated 09.04.18	Rs.35,000/-	

Sl. No	Community	Caste Combinations	Scheme	Administered by	Latest G.O./Instruction	Previous Incentive	Revised Incentive under CHPK-SD
1	2	3	4	5	6	7	8
7	Minorities	**Intra Community:** For marriages between minority communities	Dulhan Scheme	Commissioner, MW, GoAP	G.O.Ms.No. 67 MW (SDM) Dept, dt. 29.04.2015	Rs. 50,000/-	
		Minority community may also avail benefits from Inter Caste Marriage Schemes of SW, TW and BCW Departments and the marriage gift scheme of APBOCWWB, provided the person marrying the member of the Minority community fulfils the eligibility conditions under these schemes. In addition, if the member of the Minority community is differently abled, s/he can avail incentive under Chandranna Pelli Kaanuka (Differently Abled).					
8	Differently Abled Persons	For marriages between differently-abled and a non-differently abled person or between two differently-abled persons	Chandranna Pelli Kaanuka (Differently-Abled)	Spl. Commissioner, Disabled Welfare, GoAP	G.O.Ms.No.47 Dept for W,C,DA & SC (Prog.II), dt 04.08.2016	Rs.1,00,000/-	
9	Registered members of APBOCWWB	Any Caste Combination	Chandranna Pelli Kaanuka (APBOCWWB)	CEO, APBOCWWB	GO Ms. 24, LET&F (Lab.I), Dept, dt.7.12.17	Rs.20,000/-	Rs. 50,000/-, if ST or Minority Rs. 40,000/-, if SC Rs. 35,000/-, if BC Rs.20,000/-, if OC
10	Registered members of APLWB	Any Caste Combination	Chandranna Pelli Kaanuka (APLWB)	Welfare Commissioner, APLWB	Cirl. No. A/1930/2015, dt. 17.10.15	Rs.20,000/-	

S. S. RAWAT
PRINCIPAL SECRETARY TO GOVERNMENT

ANNEXURE 2: OPERATIONAL GUIDELINES FOR CHANDRANNA PELLI KAANUKA-SINGLE DESK (CHPK-SD)

Chandranna Pelli Kaanuka-Single Desk (CHPK-SD) has been introduced by the Government of Andhra Pradesh vide G.O.Ms.No.45 Social Welfare (EDN) Department, dt. 18.04.2018

The operational guidelines for implementation of all schemes covered in the Chandranna Pelli Kaanuka-Single Desk are given below.

These guidelines shall supersede all implementation guidelines issued hitherto for the schemes covered under CHPK-SD.

2. Definitions:

Under the Chandranna Pelli Kaanuka-Single Desk, unless the context otherwise requires:

a) 'Applicant' means the bride and bridegroom jointly; Bride shall be Applicant-I and Bridegroom shall be Applicant-II.
b) 'Bank Account' means, the bank account of the bride
c) 'Below Poverty Line (BPL)' means, the segment of population categorised so by the Government of Andhra Pradesh for the purposes of targeting benefits under the 'White Ration Card/Annapoorna/AAY (including their equivalent and/or provisional forms)' in the Public Distribution System.
d) 'Scheduled Castes (SC)/Scheduled Tribes (ST)/Backward Classes (BC)/Minorities' means, the respective castes/communities notified under the statute in the State of Andhra Pradesh.
e) 'Widow' means, a woman who has lost her spouse by death and has not married again.
f) 'Widower' means, a man who has lost his spouse by death and has not married again.
g) 'Marriage' means, first marriage, except in the case of widows.
h) 'BioAuth' means, Aadhaar enabled biometric authentication
i) 'Bride' includes prospective bride and 'Groom' includes 'Prospective Bride Groom'.
j) 'Disability' means, disability defined as per G.O. Ms. No. 31, Department for Women, Children, Disabled & Senior Citizens (DW), dated 1.12.09 with its amendments/modifications from time to time, read with the Persons with Disabilities Act, 2016). In CHPK-SD, the term 'differently-abled' and 'disabled' have been used interchangeably.
k) 'e-KYC' means, the Aadhaar enabled electronic Know Your Customer process through Biometrics/One Time Password (OTP);
l) 'Kalyana Mitra (KM)' means, the official or the community member designated to undertake the field verification and marriage verification to ascertain the fulfilment by the applicant of the requirements under the scheme.

m) 'Field Verification' means, the verification by the Kalyana Mitra, of the scheme-eligibility-related details of the bride/bridegroom, during her visit to the residence of the bride/bridegroom.
n) 'Marriage Venue' means, the place (including function/community hall, hotel, residence, place of worship, sub-registrar's office etc.) where the marriage shall be solemnised.
o) 'Marriage Verification' means, the verification by the Kalyana Mitra, of the performance of the marriage at the stipulated hour at the marriage venue.
p) 'Facial Recognition' means, technology-enabled-confirmation of the identity of the bride/bridegroom through the validation of the face of the bride/bridegroom as in their photographs taken during the Field Verification against those available in authentic Government databases like Aadhaar etc.; and/or validation of the bride/bridegroom's face in the photograph/s taken during the Field Verification against those taken during the Marriage Verification;
q) 'Marriage Officer' means, the Marriage Officer appointed under the A.P. Compulsory Registration of Marriages Act, 2002.
r) 'Memorandum' means, the memorandum prescribed under the A.P. Compulsory Registration of Marriages Act, 2002 , including amendments that may be made to it from time to time

3. Procedure under Chandranna Pelli Kanuka - Single Desk:

There are (7) processes in the Single Desk platform i.e.

a) Registration,
b) Field Verification
c) Scheme Mapping & release of 20% incentive
d) Marriage Registration
e) Marriage Verification
f) Issue of Marriage Certificate
g) Release of 80% incentive amount

These processes are detailed step-wise, as below:

3.1. <u>Registration:</u>

3.1.1. <u>Documents Required:</u>

The following documents shall be considered as valid proof of eligibility for all the schemes covered under the Chandranna Pelli Kanuka-Single Desk:

Criteria	Document
Caste/ Community	Nativity, Community & Date of Birth Certificate (commonly known as integrated certificate) issued by Mee Seva with mention of caste/community.

Criteria	Document
Age	1. SSC Certificate (for those who passed class X in SSC Board in 2004 or later) or 2. Nativity, Community & Date of Birth Certificate issued by Mee Seva with mention of Date of Birth.
Income	White Ration Card
Disability	SADAREM Certificate for permanent disability
Widowhood	1. Widow pension 2. Self-declaration, if widow pension is not sanctioned
Membership of AP Building & Other Construction Workers Welfare Board	APBOCWWB Registration Identity Card
Proof of contribution to AP Labour Welfare Fund	APLWB Registration Identity Card
Miscellaneous	Aadhaar seeded Bank account details of the bride

3.1.2. Modes of Registration:

Registration is carried out in 2 types of modes: (a) first, where Aadhaar-seeded-mobile number is required and (b) the second, where Aadhaar-seeded mobile number is not required. The applicant may choose to register the application using either of these modes as per convenience.

3.1.2.1. Applicants having Aadhaar-seeded mobile number:

Applications having Aadhaar-seeded mobile number may register through (a) online application and (b) Mobile App

A. Online Application: The bride/bridegroom accesses the web portal of Chandranna Pelli Kanuka-Single Desk (CHPK-SD) and authenticates the Aadhaar-one-time-password (OTP) of bride and bridegroom.

   Upon successful OTP authentication, the name, mobile number and father's name of the bride and bridegroom are populated automatically.

   Further, the bride/bridegroom enter the stipulated details like relevant certificate numbers, Address, Date of marriage, Venue of marriage, Bride's bank details (Bank Name, Branch, Account Number and IFSC code), etc.

B. Mobile App: The above mentioned Registration can be done by the bride/bridegroom using the Chandranna Pelli Kaanuka Mobile App, downloadable from Google Play Store.

   The details in the mobile app could be filled upon successful e-KYC authentication of the bride and the bridegroom.

3.1.2.2. Applicants NOT having Aadhaar-seeded mobile number:

Applicants not having Aadhaar seeded mobiles may register through: (a) 1100 Toll Free Number, (b) Mee Seva Centre and (c) Mandal Samakhya Offices of SERP (limited to select mandals in the tribal agency areas, as given in Annexure 3 only).

A. 1100 Toll Free Number: The bride/bridegroom calls 1100 toll free number and asks for Chandranna Pelli Kanuka-Single Desk.

   The call operator takes down the certificates/document numbers of the bride as well as the bridegroom over the phone, along with other details like parent's details, brides' bank details etc.

B. Mee Seva Centres: The registration can also be done at any Mee Seva centre in Andhra Pradesh. The Mee Seva operator shall assist the applicant in registration, based on the certificate/document copies to be brought by the applicant.

Registration at Mandal Samakhya Offices has been discussed in detail in the *'Special Architecture for Tribal Areas'* section of these guidelines.

3.1.3. Registration Window:

The registration of the application shall be done no later than 15 calendar days prior to the date of marriage.

While the applicant is free to register anytime earlier than 15 calendar days prior to the date of marriage, the application processing shall commence only 30 calendar days prior to the date of marriage.

3.1.4. Mobile Number for Communication and Application Number:

The mobile number of bride/bridegroom seeded with Aadhaar shall be the default mobile number for all CHPK-SD-related communication.

In the event that the beneficiary does not have an Aadhaar seeded mobile number or does not have a mobile phone, an alternative mobile number may be given by the bride/bridegroom, which shall be used for all CHPK-SD communication.

Once the application is registered through any of the modes of registration i.e. 1100 Toll-Free number, Web Application, Mobile Application., Mee Seva Centre and Mandal Samakhya Office, an Application Number is generated and sent via SMS to the Bride and the Bride Groom's mobile number.

The status of the application could be tracked online at the CHPK-SD portal or using the CHPK-SD Mobile App., using this Application Number.

3.1.5. Alteration of Registration details:

Any alteration in the registered application shall be notified by the bride/bridegroom to 1100 toll free number. Such a call shall be made only from the mobile number given at the time of registration.

3.1.6. First Come First Serve Basis:

Since budget under various MRIS in the Chandranna Pelli Kaanuka- Single Desk is finite, the processing of applications shall happen on the principle of First Come First Serve Basis. The application queue shall be based on:

i. the date of marriage
    a. if there are multiple applications with the same date of marriage, the application registered earlier shall be given the preference.
        i. if multiple applicants have registered on same date for the same date of marriage, then the application in which the bride is of higher age, shall be given preference in the queue.

3.1.7. Confirmation & Scheduling of Field Visit:

The Chandranna Pelli Kanuka-Single Desk confirms the details by making an outbound call to the mobile number of the bride and the bridegroom, given at the time of registration.

As part of the outbound call, the bride and bridegroom shall be asked to select a date from the available dates for their respective field verification.

3.2. Field Verification

The details of field verification are discussed below:

3.2.1. Verification Window:

Field verification shall be completed no later than (10) calendar days prior to the date of marriage. The field verification schedule shall be fixed accordingly.

3.2.2. Field Verification (FV) Personnel:

The Chandranna Pelli Kaanuka-Single Desk adopts a Community Based Field Verification (FV) architecture, trusting and entrusting members of the organisations of the poor with the authentication of the beneficiaries to be selected, assisted by IT based tools/interventions.

This model has been validated in the successful implementation of the Chandranna Bima scheme, being implemented by the Labour, Employment & Training Department.

The FV personnel of the prospective beneficiaries under the Chandranna Pelli Kanuka-Single Desk will be the members of the Self Help Groups (SHG) and their federations organised by the Society for Elimination of Rural Poverty (SERP), AP in the rural areas and the Mission for Elimination of Poverty in Municipal Areas (MEPMA) in the urban areas.

The FV personnel shall be known as 'Kalyana Mitras' (KM) and shall possess & be trained in the usage of suitable electronic devices proposed to be utilised in the implementation of the scheme.

3.2.3. Visit to Bride and Groom's Residence:

Based on the FV schedule fixed as per the bride/bridegroom's choice, the Kalyana Mitras visit the bride and groom's residence for the field verification, equipped with an App., installed in their Tablet Computers.

The certificate related data given at the time of registration shall be populated in this App but shall not be visible to the Kalyana Mitra. After verifying that the certificate copies being presented to her by the bride/bridegroom correspond to bride/bridegroom, the Kalyana Mitra shall be required to enter the last 3 digits of SADAREM certificate (in case the applicant is differently-abled) or, APBOCWWB (if the applicant is a registered member of the Board) or Mee Seva Nativity, Caste/Community and Date of Birth Certificate (for all other applicants) as seen in the hard copy of that certificate.

Only if the last three digits so entered match with that registered in the system, the App. allows the verification to proceed. Further, the Kalyana Mitra clicks and uploads the picture of the bride's bank passbook.

After completing the verification at the bride/groom's residence as per the stipulated protocol, the Kalyana Mitra shows a preview of the verification details.

3.2.4. Neighbour Verification:

In addition to the FV at the residence of bride/bridegroom, the Kalyana Mitra shall enquire from a Self Help Group member (SHG)/neighbour, whether it is the bride/groom's first marriage and authenticates the said SHG/neighbour's BioAuth.

3.2.5. Bioauths

After Neighbour verification, the Kalyana Mitra takes the Aadhaar BioAuth of the bride/bridegroom as the case may be and of his/her mother/father/guardian. Finally, the Kalyana Mitra concludes the field verification by giving her BioAuth.

3.2.6. Bioauth of Village Organisation's President:

In case of mismatch between the feedback (regarding first marriage, widow status etc.) given by the bride/bridegroom's parent/guardian and the neighbour, the deciding feedback shall be of the president of the village organisation (in rural areas)/MEPMA Resource Persons (in urban areas). Her feedback and bioauth shall also be taken by the Kalyana Mitra.

3.2.7. Facial Recognition at FV Stage:

While at the residence of the bride/bridegroom for FV, the Kalyana Mitra clicks the facial photograph of the bride/bridegroom. The facial recognition software application, shall, upon the bride/bridegroom giving his/her bioauth, validate the photograph so clicked against that in the bride/bridegroom's Aadhaar.

This is a critical foundational step for facial recognition during Marriage Verification, discussed in greater detail at the concerned paragraph, later in these guidelines.

3.3. Special Architecture for Tribal Areas:

A special architecture has been designed for certain tribal mandals (List enclosed in Annexure 3), considering the inadequate mobile and internet connectivity in these areas.

The following special rules apply to the residents of the mandals listed in the Annexure 3:

a) The bride/bridegroom shall have to visit either the Mandal Samakhya Office corresponding to the mandal covering their respective residence or a Mee Seva Centre with bioauth facility in their mandal to carry out three critical activities viz. Registration, giving Bioauth and Facial Recognition in a single visit. Copies of the relevant documents/certificates as required for registration, shall be carried along.

b) There shall be no outbound call confirmation.

c) Kalyana Mitra shall visit the residence of the bride/bridegroom and take signatures/thumb impression of the mother/father/guardian. The schedule for this FV shall be fixed at the Mandal Samakhya Office/Mee Seva Centre, as the case may be. Further, Kalyana Mitra will carry out neighbour verification.

d) Owing to issues of internet connectivity, mother/father/guardian/ neighbour bioauth is exempted in Neighbour Verification in these areas. However, the Kalyana Mitra shall be required to capture the signature/thumb impression of the mother/father/guardian and neighbour on pre-printed stationery. The Kalyana Mitra shall capture the responses received in Neighbour Verification and certify the same by giving her bioauth.

In case one of the bride and the bridegroom resides in the mandals listed in the Annexure 3 and the other does not, the aforementioned special rules (i.e. registration at Mandal Samakhya Offices, no outbound call confirmation, etc.) apply only to the bride/bridegroom residing in the listed mandals and ordinary rules shall apply to the bride/bridegroom residing outside the listed mandals.

The implementing agencies of CHPK-SD shall ensure availability of functionaries and infrastructure to carry out the aforesaid tasks in identified tribal areas. Such personnel shall be stationed in these offices throughout the working hours of the day and shall attend to the above tasks.

3.4. Scheme Mapping & Release of 20% incentive:

After successful FV, based on a pre-defined matrix - on the principle of awarding highest eligible incentive, caste/community/disability details, of the bride and the groom and budget availability, the software application maps the application submitted for marriage scheme incentive to one of the MRIS under the Chandranna Pelli Kaanuka-Single Desk. Simultaneously, a pre-filled application form is generated by the software application addressed to the Sanctioning Authority, CHPK-SD.

State Level Nodal Officer, CHPK-SD shall define the aforesaid matrix and the software application shall scrupulously follow this matrix. It shall be ensured that an MRIS application is mapped to only one scheme.

The details of the scheme so mapped shall be communicated to the bride and bridegroom via SMS.

3.4.1. Electronic Certificate for release of 20% incentive

After the successful FV and scheme mapping, the CHPK-SD software application shall generate a certificate of no objection to release the 20% incentive, under the name of the Nodal Officer, CHPK-SD.

The certificate being electronically generated, shall not be required to contain a signature.

3.4.2. Sanctioning Authority's Approval

The CEO, SERP, AP shall be the Sanctioning Authority for all the schemes covered under CHPK-SD. The powers of sanction in this regard are delegated to CEO, SERP. If necessary, the CEO, SERP may delegate the power of sanction to a senior government officer in SERP.

After above mentioned certificate of no objection is generated, draft Sanction Proceedings shall be generated by the CHPK-SD application, which, after approval, shall form the basis for initiating the release of the 20% incentive amount.

The incentive release shall be initiated within (2) working days from the date of the above mentioned certificate.

3.4.3. Despatch of Letter by post:

Once the crediting of 20% incentive amount to the bank account of the bride has been initiated, SERP shall dispatch a letter/postcard to the residence of the bride, confirming the successful completion of FV.

Relevant details of the scheme under which the marriage has been considered for the grant of incentive, the incentive amount released etc. may also be mentioned in this letter.

3.5. Marriage Registration Process:

The marriage registration process under the A.P.Compulsory Registration of Marriages Act, 2002, seamlessly integrated with the CHPK-SD, shall be operationalised as discussed below:

3.5.1. Memorandum:

Subsequent to the FV & the BioAuth of the Bride and Bride Groom, the software application shall push the data required to be populated in the 'Memorandum' prescribed under the APCRM Act, 2002, including the photographs of the bride and the bridegroom, to the login of the Marriage Officer (MO) appointed under the said Act.

3.5.2. Data Sheet:

Along with the Memorandum, the software application shall generate a data sheet containing the details of data (like Aadhaar number, age, residential address of bride and bridegroom, marriage venue etc.) as shall be required for the Marriage Officer's scrutiny.

The source through which this data has been digitally validated shall also be mentioned in the data sheet. Since the data sheet is electronically generated, it shall not be required to contain any signature.

Since this data sheet shall contain all parameters required to be scrutinised by the Marriage Officer, the furnishing of physical or electronic copies of certificates (for age, residential proof etc.) of the bride and the bridegroom shall NOT be insisted upon by the MO.

The data sheet shall be generated under the name of the Nodal Officer, CHPK-SD.

3.5.3. Marriage Officer's Due Diligence & Deemed Approval:

3.5.3.1. In Rural Areas:

There shall be a minimum of (10) calendar days between the date on which, the data to be populated in the Memorandum & the data sheet are sent to the MO's login, and the date of marriage.

In this period, the Marriage Officer is required to exercise due-diligence and satisfy himself/herself of the compliance with all the conditions required for the marriage to be registered as per the AP Compulsory Registration of Marriages Act, 2002.

If the MO finds any ground on which the marriage may not be registered, she/he will have the option to reject the application, duly recording the reasons for rejection. However, the due diligence by and approval of the MO shall be deemed to be complete if the MO does not reject the application latest by the fourth (4^{th}) calendar day prior to the date of marriage.

The Commissioner, Panchayat Raj, A.P., shall endeavour to ensure that MOs exercise their due-diligence regularly. A dashboard in this regard shall be provided in order to track the instances of approval/rejection/deemed approval.

3.5.3.2. In Urban Areas:

Based on the request of the Director of Municipal Administration, A.P., a slight modification has been brought about in the MO-information-flow in urban areas. The data to be populated in the Memorandum & the aforesaid data sheet shall be sent to the MO's login on the date of marriage, and not (10) calendar days prior to it.

3.6. Marriage Verification (MV):

Subject to approval/deemed approval of the MO, the KM visits the marriage venue to conduct Marriage Verification (MV). In urban areas however, since the data to be populated in the Memorandum & the aforesaid data sheet shall be sent to the MO's login only on the date of marriage, the condition of approval/deemed approval of the MO, as a pre-requisite for carrying out MV, is not applicable i.e. MV in urban areas shall be carried out by the KMs for all the applications received under CHPK-SD.

Upon reaching the venue, the KM clicks a selfie of herself and based on successful facial recognition, the tablet computer gets unlocked.

The KM presents the Hon'ble Chief Minister's Greetings and Token Cheque, clicks the marriage photo i.e. (a) individual photograph of the bride, (b) individual photograph of the bridegroom and (c) a photograph featuring bride and the bridegroom as a couple (joint photograph).

3.6.1. Facial Recognition of bride/bridegroom at MV:

The aforementioned marriage photos shall, using the facial recognition software application, be validated against the Aadhaar validated photographs of the bride and the bridegroom taken by the KM at the FV stage.

The marriage photographs thus validated are pushed to the MO's login. In the event that the marriage venue does not have internet connectivity, the validated marriage photos are pushed to the MO's login as soon as the KM reaches a location having internet connectivity.

3.7. Digitally Signed Marriage Certificate:

The CHPK-SD software application auto generates an electronic Marriage Certificate in the format prescribed under the APCRM Act, 2002 and pushes the same to the MO's login on the proposed date of marriage. Subject to satisfactory fulfilment of all conditions required for registration of marriage under the said Act, the MO shall issue the Marriage Certificate containing his/her valid digital signature, **within 48 hours of the marriage photos validated through facial recognition, being pushed to his/her login.**

The marriage certificate shall be downloadable by the bride/bridegroom from the CHPK-SD portal and the local body portal (upon keying in of the CHPK-SD Application Id and One Time Password sent to the applicant's mobile number given at the time of registration with CHPK-SD).

3.8. Sanction Proceedings for release of balance 80% of incentive:

Once the MV is completed successfully and the marriage photos are validated through facial recognition, the application is pushed to the login of the Sanctioning Authority, CHPK-SD.

As soon as the marriage certificate has been issued, draft Sanction Proceedings shall be generated by the CHPK-SD application, which, after approval, shall form the basis for initiating the release of the balance 80% of the incentive amount to the bride's bank account.

The initiation of the process of crediting the 80% of the incentive amount to the bride's bank account shall be completed not later than (2) working days from the date of issue of marriage certificate.

3.8.1. Despatch of letter by post:

Once the crediting of 80% incentive amount to the bank account of the bride has been initiated, SERP shall dispatch a letter/postcard to the residence of the bridegroom, confirming the successful completion of MV and the release of full incentive amount.

4. Publication of List of Marriages

The MO, on the first and the fifteenth day of every month, shall publish the list containing: (a) marriages proposed to be held in the next 10 days and (b) list of marriages held in the previous 15 days and exhibit these lists in conspicuous manner in the premises of his/her office. The lists may be downloaded from the software application.

The following details of the applicants shall be contained in the list:(a)Name, (b) Residential address (given at the time of scheme registration), (c) Date of marriage and (d) Venue of marriage.

These lists shall also be made available on the Chandranna Pelli Kaanuka- Single Desk portal, the portal of the O/o. Commissioner of Panchayat Raj, the portal of the O/o. Director of Municipal Administration & the portal of the concerned local body which houses the office of the Marriage Officer.

5. Grievance Redressal

All grievances related to CHPK-SD shall be registered at 1100 call centre. Detailed modalities of grievance routing, escalation, time-bound resolution and communication of the same to the complainant, shall be worked out by

i. SERP & MEPMA, with reference to grievances on field verification, marriage verification and incentive release.
ii. Commissioner, Panchayati Raj and Director, Municipal Administration, with reference to the grievances on marriage registration and issue of marriage certificate
iii. Director, Social Welfare, with reference to grievances on scheme mapping, and policy matters of CHPK-SD.

6. Social Audit

The Implementing Agencies/Nodal Officer of Chandranna Pelli Kaanuka- Single Desk, shall arrange to undertake Social Audit (based on randomised sampling and defined threshold matrix) of the incentives released under the Chandranna Pelli Kaanuka-Single Desk, duly covering all the schemes proportionally. The CHPK-SD application shall generate the key details to be verified in the Social Audit.

The Social Audit may also be undertaken on a case by case basis as per the situation assessed by the Implementing Agencies/Nodal Officer.

7. Exceptions

The course of action in certain exceptional circumstances is discussed here:

Exception	Course of Action
Bride/bridegroom's photographs validation through facial recognition fails	In cases where the Kalyana Mitra is convinced that the bride and the bridegroom details are genuine in all other respects and subject to bride/bridegroom's bioauth being successful at FV stage (or at Mandal Samakhya/Mee Seva Centre, in case of specified tribal mandals), signifying successful Aadhaar-enabled verification of identity of the applicant, the application processing may be proceeded with, based on the certificate of the KM. The CHPK-SD software application shall provide for such certification by the KM.
The application for marriage registration is rejected by the Marriage Officer	MV shall not happen and as such, the crediting of the balance 80% of the incentive amount to the bride's account shall not be initiated. **Appeal:** The bride and bridegroom may appeal against the decision of the Marriage Officer to the appellate authorities stipulated in the A.P. Compulsory Registration of Marriages Act, 2002. If the appellate authority overrules the decision of the Marriage Officer and registers/issues orders for registration of marriage, upon the bride/bridegroom

Exception	Course of Action
	furnishing a copy of such a proceeding of the appellate authority, the balance 80% of the incentive shall be credited to the bank account of the bride. If the decision of MO to reject the application for marriage registration is not appealed against as mentioned above, or is appealed against but the appellate authority reinforces the MO's decision, the (20) % incentive amount which would have been released after successful FV, shall be recovered. Necessary action in this regard shall be taken by the District Collectors.
Marriage is cancelled	If the marriage is cancelled prior to FV by KM, the FV shall not happen. If marriage is cancelled after FV has been completed & (20) % of incentive has been released, necessary steps shall be initiated to recover amount released. Necessary action in this regard shall be taken by the District Collectors.
Marriage date is altered	i. If field verification has not yet been completed for either bride and bridegroom: a. Advancing of the marriage date shall be permissible provided there are at least 15 days left for the proposed altered marriage date b. Deferring the date of marriage shall also be permissible. ii. If field verification has been completed for one or both of bride and bridegroom successfully: a. Advancing of the marriage date shall be permissible provided there are at least 10 days left for the proposed altered marriage date b. Deferring the date of marriage shall also be permissible Upon such alteration, for determining the position of such application in the queue, the revised date of marriage and date of alteration shall be considered.
Discrepancy in eligibility conditions for scheme/ registration of marriage are discovered after	Necessary steps shall be initiated to recover the amount released along with penal interest. Necessary action in this regard shall be taken by the District Collectors.

Exception	Course of Action
the incentive has been released.	
Kalyana Mithra doesn't attend the marriage for any reason	Where the Kalyana Mithra doesn't attend and upload the Marriage photo in a stipulated time (4 hours from the time of scheduled solemnization of marriage), immediately 1100 operator shall call the assigned KM and confirm that the KM could not attend the MV. a. If so confirmed, the 1100 operator schedules the visit of a KM to the location where the Bride and Groom are available, within 7 days of the date of marriage, to take the Bioauth, carry out FR and upload the FR-validated-photo, for further processing of incentive and marriage registration.

8. Verification Fee

Each marriage would entail (3) visits by Kalyana Mitras i .e. (a) FV at residence of the Bride and/or to his neighbour's residence, (b) FV at to the Bride Groom's residence and/or to his neighbour's residence and (c) MV at the Marriage Venue. The Kalyana Mitra shall receive an incentive at the rate of Rs. 300/- per FV.

For MV, if the time of solemnization of marriage is between 9 am and 7 pm, the Kalyana Mitra shall receive Rs. 250/- per MV. If the time of solemnization of marriage is prior to 9 am or after 7pm, the Kalyana Mitra shall receive Rs. 500/- per MV.

9. Budget Drawal Hierarchy:

The CHPK-SD shall follow the following budget drawal hierarchy:

S.No	Condition/s	Decreasing order of applicable MRIS, subject to fulfilment of eligibility criteria	Applicable Incentive Amount	HoD from whose MRIS budget head, funds shall be drawn
1	If one or both of bride and bridegroom is SC	1.1. Chandranna Pelli Kaanuka (Differently-Abled)	Rs.1,00,000/-	Spl. Commissioner, Disability Welfare
		1.2. Chandranna Pelli Kaanuka (SC Inter Caste)	Rs. 75,000/-	Director, Social Welfare
		1.3. Chandranna Pelli Kaanuka	Rs. 40,000/-	Director, Social Welfare

S.No	Condition/s	Decreasing order of applicable MRIS, subject to fulfilment of eligibility criteria	Applicable Incentive Amount	HoD from whose MRIS budget head, funds shall be drawn
		(SCs)		
2	If one or both of bride and bridegroom is ST and neither is SC	2.1. Chandranna Pelli Kaanuka (Differently-Abled)	Rs. 1,00,000/-	Spl. Commissioner, Disability Welfare
		2.2. Chandranna Pelli Kaanuka (STs)	Rs. 75,000/-	Director, Tribal Welfare
		2.3. Chandranna Pelli Kaanuka (Giriputrika)	Rs. 50,000/-	Director, Tribal Welfare
3	If one or both of bride and bridegroom is BC and neither is SC or ST	3.1. Chandranna Pelli Kaanuka (Differently-Abled)	Rs. 1,00,000/-	Spl. Commissioner, Disability Welfare
		3.2. Chandranna Pelli Kaanuka (BC Inter Caste)	Rs. 50,000/-	Director, BC Welfare
		3.3. Chandranna Pelli Kaanuka (BCs)	Rs. 35,000/-	Director, BC Welfare
4	1. Bride is from minority community 2. Bridegroom is not SC, ST or BC	4.1. Chandranna Pelli Kaanuka (Differently-Abled)	Rs. 1,00,000/-	Spl. Commissioner, Disability Welfare
		4.2. Chandranna Pelli Kaanuka (Dulhan)	Rs. 50,000/-	Commissioner, Minorities Welfare
5	1. Neither of the bride and bridegroom belong to SC/ST/BC communities 2. Bride is not from minority community	Chandranna Pelli Kaanuka (Differently-Abled)	Rs. 1,00,000/-	Spl. Commissioner, Disability Welfare
		Chandranna Pelli Kaanuka (APBOCWWB)	Rs.20,000/-	CEO, APBOCWWB

10. Roles of different stakeholders:

10.1. State Level Nodal Officer:

The Nodal Officer shall:

i. Be responsible for ensuring compliance by all stakeholders with overall architecture for CHPK-SD

ii. Cause to carry out necessary changes in the policy framework of CHPK-SD as may be required.
iii. Oversee the design, development and maintenance of the software application, including its integration with 1100 call centre.
iv. Ensure the marriage incentive is released as per the budget drawal hierarchy defined in these guidelines and ensure that the software application is compliant with the same at all times
v. Coordinate and ensure the credit of funds to the dedicated pool account from the respective MRIS heads of accounts and the sanction and release of administrative costs.
vi. Coordinate with various stakeholder departments for smooth implementation of the schemes under CHPK-SD
vii. Ensure periodic Social Audits of the applications approved as well as rejected under CHPK-SD, in consultation with the implementing agencies
viii. Devise and implement appropriate mechanisms for abatement of risk in the overall architecture of CHPK-SD
ix. Shoulder the overall responsibility for ensuring smooth implementation of CHPK-SD.

10.2. MRIS Departments:

The departments hitherto administering the MRIS under CHPK-SD shall:

i. Bring to the notice of Nodal Officer, CHPK-SD, any changes that may need to be brought about in the policy framework of CHPK-SD, including in eligibility conditions, with reference to the MRIS corresponding to them, necessitated by the need to maintain consistency with international/national/state-level statutory/policy changes that may take place from time to time.
ii. Shoulder the sole responsibility to ensure from time to time, that the caste lists used by CHPK-SD software application are updated and the rules pertaining to the permissible combinations of marriage between castes/sub castes/tribes/sub tribes are consistent with the officially sanctioned rules.
iii. Ensure that sufficient funds for MRIS are parked with the implementing agencies, in advance.

10.3. SERP and MEPMA:

SERP and MEPMA shall:

i. Identify, enrol and train appropriate number of Kalyana Mitras, duly factoring in the number of estimated marriages and the timelines laid down in the verification process. The implementing agencies shall also identify a set of Kalyana Mitras to serve as reserve, to be deployed in contingencies.

ii. Arrange to provide, maintain and replace as necessary, the requisite computing hardware like tablet computers and fingerprint biometric

devices to the Kalyana Mitras. The devices shall be compatible with the software application being developed.

iii. Identify risks – operational and financial etc., having a bearing on the implementation of the schemes under CHPK-SD and in consultation with Nodal Officer, CHPK-SD/scheme-related department, take necessary action to address the same.

iv. Undertake regular audits/social audits to identify instances of system-compromise and take stringent action in the event of detection of falsification of documents, compromised field verification etc.

v. Institutionalise a robust grievance redressal mechanism with reference to field verification, marriage verification and incentive release

10.4. Marriage Registration Departments:

Commissioner, Panchayat Raj and Director, Municipal Administration shall:

i. Train Marriage Officers for registering marriages happening through CHPK-SD, duly factoring in the amendments to the A.P. Compulsory Registration of Marriages Act (APCRM), 2002 & APCRM Rules, 2003 and the modifications in the registration process if any, arising from such amendments.

ii. Ensure hassle-free availability of digital signatures for all Marriage Officers at all times

iii. Ensure the digitally signed marriage certificate is issued within 48 hours of marriage photographs validated through facial recognition, being pushed to Marriage Officer's login.

S. S. RAWAT
PRINCIPAL SECRETARY TO GOVERNMENT

ANNEXURE 3: LIST OF AGENCY MANDALS FOR SPECIAL ARCHITECTURE UNDER CHPK-SD

District/ITDA	Mandal Name
(Visakhapatanam) PADERU	Ananthagiri
	Araku Valley
	Chintapalle
	Dumbriguda
	Gangaraju Madugula
	Gudem Kothaveedhi
	Hukumpeta
	Koyyuru
	Munchingiputtu
	Paderu
	Pedabayalu
(East Godavari) Rampachodavaram	Addateegala
	Devipatnam
	Gangavaram
	Maredumilli
	Rajavommangi
	Rampachodavaram
	Y Ramavaram
(East Godavari) Chintoor	Chintur
	Etupaka
	Vararamachandrapuram
	Kunavaram
(Vijaya Nagaram) parvathipuram	Gummalakshmipuram
	Jiyyamma Valasa
	Komarada
	Kurupam
	Makkuva
	Pachipenta
	Parvathipuram
	Salur
(Srikakulam) Seethampeta	Bhamini
	Hiramandalam
	Kothuru
	Mandasa
	Meilaputti
	Pathapatnam
	Seethampeta
(West Godavari) K R Puram	Buttayagudem
	Jeelugumilli
	Polavaram
	Velairpad
	Kukunuru

S. S. RAWAT
PRINCIPAL SECRETARY TO GOVERNMENT